



A. Policy or Practice (name or brief description):

Management of US Loans (Practice)

Scholarships and Student Funding Services (SSFS) administer US Loans for the United States Federal Government. Students can apply for Federal Government loans in the same way as students at American institutions. The University is also subject to the same audit, regulatory and compliance frameworks as American institutions.

B. Reason for screening (delete as applicable):

Undertaking a review of an existing practice

C. Person responsible for the policy area or practice:

Name: Robert Lawrie

Job title: Director of Scholarships and Student Funding

School/service/unit: Academic Registry

D. Screening Analysis

1. Does the policy or practice affect primary or high level functions of the University?

Yes

2. Is the policy or practice relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' set out in the introduction above)?

Yes

3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqlA?

Yes

E. Screening outcome

Equality Impact Assessment required: Yes

This assessment will be carried out by Robert Lawrie, in conjunction with SSFS staff. It will be monitored and reviewed annually.

F. Sign-off

Screening undertaken by: Robert Lawrie, Director of Scholarships and Student Funding

Accepted by: Robert Lawrie, Director of Scholarships and Student Funding

Date: 28 March 2013

G. Equality Impact Assessment

1. Overview. Indicate the current status of the policy/practice or the stage of development/review.

US Loans are administered by the University on behalf of the United States Federal Government. This equality impact assessment only relates to the practice of administering the funds by the University.

2. To which equality groups is the policy/practice relevant?

US Loans are relevant to all protected characteristics under the Equality Act. As this is a United States Federal Government policy, the University is not responsible for any discrimination inherent in the policy itself.

3. What evidence is available about the needs of relevant equality groups?

Analysis of data on the scheme, and from Academic Registry's new feedback system, will enable us to determine the impact our administration of US Loans is having on different equality groups. We plan to monitor and review this annually.

4. Might the application of this policy/practice lead to discrimination, harassment or victimisation? Might it result in less favourable treatment for particular equality groups or give rise to indirect discrimination?

No

5. Are reasonable adjustments built in where they may be needed?

Not applicable.

6. Does the policy/practice contribute to advancing equality of opportunity¹? Will it help to:

- **remove or minimise disadvantage**
- **meet the needs of different equality groups**
- **encourage increased participation of particular groups**
- **take account of disabled people's impairments?**

The University is committed to promoting and administering these funds fairly, consistently and to a high level of rigour.

7. Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not²? Will it help to tackle prejudice and/or promote understanding?

¹ This question does not apply to the protected characteristic of marriage or civil partnership

By administering US Loans effectively, we are promoting the recruitment of students from the United States. This widens participation and promotes a more diverse student population.

8. Is there evidence (or an expectation) that people from different equality groups have different needs or experiences in relation to the policy/practice? If so, what are they?

Not applicable

9. Is there evidence (or an expectation) of higher or lower uptake by any equality group(s)? If so, give details of the differences and the reasons for these (if known)?

We only collect data from certain equality groups and will analyse these on an annual basis. We will use information from our newly implemented feedback service to determine the impact (if any) on the other equality groups.

US Loans are promoted in line with United States Federal Government guidelines. We are confident that our approach is inclusive and fair.

10. Is any equality group excluded from participating in or accessing the service or functions? If so, why?

Not applicable

11. Does the policy/practice create any barriers for any other groups?

No

12. How are relevant equality groups or communities involved in the development, review and/or monitoring of the policy or practice?

If our analysis of data and feedback highlights any issues relating to equality groups we will discuss this with colleagues and (if applicable) other stakeholders to determine a plan of action.

13. Are there any other points to note regarding the potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations? If so, note these here.

No

H. Equality Impact Assessment Outcome

Outcome: Continue the policy or practice

At this stage we do not believe our administration of US Loans will discriminate against any equality groups and will instead promote equality.

I Action and Monitoring

1. Specify the actions required to implement the findings of this EqIA.

² This question does not apply to the protected characteristic of marriage or civil partnership.

We will monitor our administration of US Loans on an annual basis using data and feedback.

2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

An annual report will be presented to senior management on an annual basis.

3. When will the policy/practice next be reviewed?

Autumn of each year

J. Publication of EqlA

Can this EqlA be published in full, now?

Yes

J. Sign-off

EqlA undertaken by: Robert Lawrie, Director of Scholarships and Student Funding

Accepted by: Robert Lawrie, Director of Scholarships and Student Funding

Date: 28 March 2013